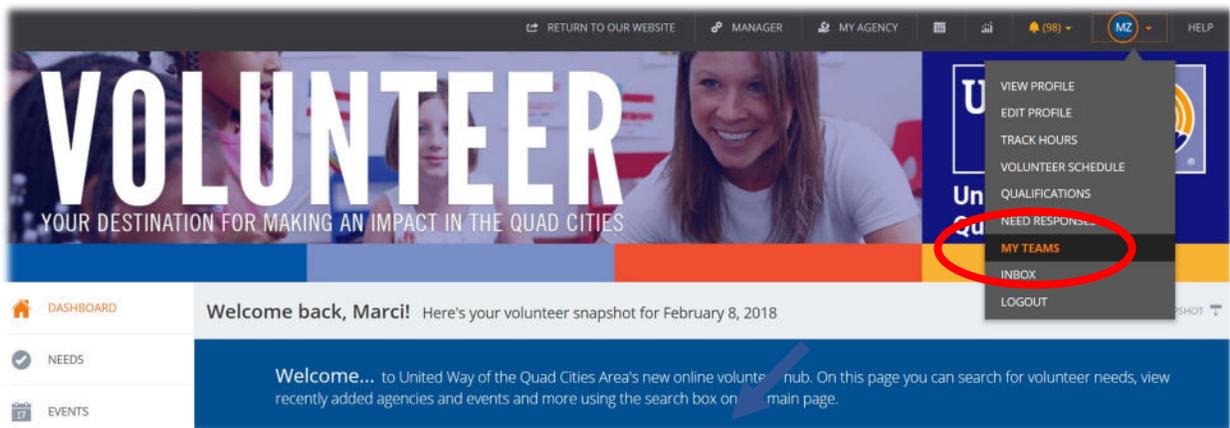


United Way of the Quad Cities Volunteer Hub Accessing Your Day of Caring Team Information

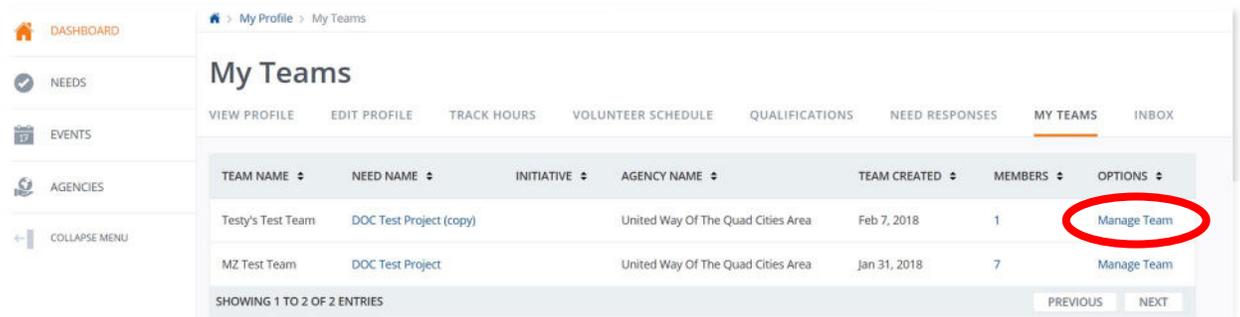
1. Follow the link in your invite email or go to <http://unitedwayqc.galaxydigital.com> and click Login.



2. Click the drop down area by your initials and select "My Teams".



3. A list of any teams you submitted will display. Click “Manage Team” to view volunteers you registered.



The screenshot shows a user interface for managing teams. On the left is a navigation menu with options: DASHBOARD, NEEDS, EVENTS, AGENCIES, and COLLAPSE MENU. The main content area is titled 'My Teams' and includes a breadcrumb trail 'My Profile > My Teams'. Below the title are several tabs: VIEW PROFILE, EDIT PROFILE, TRACK HOURS, VOLUNTEER SCHEDULE, QUALIFICATIONS, NEED RESPONSES, MY TEAMS (which is selected), and INBOX. A table displays the following data:

TEAM NAME	NEED NAME	INITIATIVE	AGENCY NAME	TEAM CREATED	MEMBERS	OPTIONS
Testy's Test Team	DOC Test Project (copy)		United Way Of The Quad Cities Area	Feb 7, 2018	1	Manage Team
MZ Test Team	DOC Test Project		United Way Of The Quad Cities Area	Jan 31, 2018	7	Manage Team

At the bottom of the table, it says 'SHOWING 1 TO 2 OF 2 ENTRIES' and has 'PREVIOUS' and 'NEXT' buttons.

4. To copy the team information into an Excel document:
 - a. Use your cursor to highlight your team information and select copy.
 - b. Open Excel and paste your team information into the spreadsheet.
5. Note – United Way will have a list of the shirt sizes you entered online at shirt pick-up.

Technical Support or Day of Caring Questions

For additional questions about editing your team, please contact Madelyn Beverlin at 563.344.0332 or mbeverlin@unitedwayqc.org. Or reach out to Monique Jackson at 563.344.0329 or mjackson@unitedwayqc.org.